

NCDA & CS, Standards Division, Standards Lab

Submitted Equipment Information Form

To provide the best service possible, the NCDA & CS Standards Laboratory requires completion of this form before equipment will be processed for testing. Please include a copy of the completed form with all shipments. **Failure to include the completed form will delay processing until the form is received.** (Ensure items are clean and suitable for testing or an additional \$70/hr fee may apply.) Call (919) 733-4411 for questions. Ship items to: NCDA&CS Standards Lab, 4040 District Drive, Raleigh, NC 27607. Due to safety considerations NCDA&CS Standards Laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. The completed form may be faxed to the Standards Laboratory at (919) 733-8804 on the highest resolution possible.

Client Shipping Information

Client Billing Information

Organization Name _____	_____
Address 1 _____	_____
Address 2 _____	_____
City, State & ZIP _____	_____
Tech. Contact/Title _____ / _____	_____ / _____
Phone _____	_____
Fax _____	_____

E-mail _____	Purchase Order Number _____
Website URL _____	Authorized By (Name) _____
Shipping Instructions _____	Prepay & Add <input type="checkbox"/> Ship Collect <input type="checkbox"/> Bill Customer Account <input type="checkbox"/>

Is Nuclear Regulatory Commission (NRC) 10CFR Part 21 compliance required by your company? (Circle the correct response) **Yes / No**

Date Scheduled _____	Date Shipped _____	Date Needed _____
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***** Fees Charged for Calibration Services *****										
Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25.00 per invoice. Any special tests or additional work required will be billed at a rate of \$70 per hour with a minimum half-hour (\$35) charge. (See notes at bottom of second page for additional details.)										
Mass Calibration Nominal Weight Denominations (Additional Charges Assessed for Adjustment if Required)	NIST Class F ASTM Class 5,6,or 7 OIML M ₁ , M ₂ , or M ₃			ASTM E617 Class 4			Mass Calibration Nominal Weight Denominations (Additional Charges Assessed for Adjustment if Requested)	Precision Mass Calibration Values with Uncertainty		
	Quantity		Price each (1)	Quantity		Price each (1)		Quantity		Price each (1)
	lbs	kg		lbs	kg			lbs	kg	
0 – 10 lbs / 0 – 5 kg			\$ 5			\$ 10	0 – 20 lbs / 0 – 10 kg			\$ 20
11 – 100 lbs / 6 – 50 kg			\$ 10			\$ 20	21 – 50 lbs / 11 – 30 kg			\$ 40
101 – 1000 lbs / 51 – 500 kg			\$ 20			\$ 40	51 –1000 lbs / 31 – 500 kg			\$ 70
1001 – 2500 lbs / 501 – 1000 kg			\$ 30			\$ 60	1001 –2500 lbs / 501 –1000 kg			\$ 130
2501 – 6000 lbs /1001 – 2500 kg			\$ 50			\$ 100	2501 –6000 lbs / 1001 –2500 kg			\$ 200
Weight Kits			(2)			(2)	Weight Kits			(2)
Mass Code Weighing Designs (3)	0 – 2 lbs / 0 – 1 kg					\$30	3 –50 lbs / 2 –30 kg			\$50
Description	Quantity		Calibration Fee							
NIST HB 105-8 Weight Carts			\$125 per Weight Cart (2000 lb to 6000 lb) – Adjustment is Included in Price							
Graduates, Flasks, Test Measures, and Provers (4) List & Describe Each Item on Back			Volume Transfer Calibration (0 – 2000 gallons, 0 – 7500 liters)				Customary \$30 plus \$0.40 per gallon over 5 gallons			
							Metric \$30 plus \$0.10 per liter over 20 liters			
			Gravimetric Calibration (0 – 100 gallons, 0 –500 liters)				Customary \$50 set up fee plus \$2.00 per gallon			
							Metric \$50 set up fee plus \$0.50 per liter			
			Small Volume Provers (SVPs) (0 – 100 gallons, 0 –500 liters)				Customary \$100 set up fee plus \$2.00 per gallon			
						Metric \$100 set up fee plus \$0.50 per liter				
Thermometers			Setup \$ 40, each test point \$20, resistance thermometer coefficient calculation report \$100							
Steel Tapes or Rulers			Setup \$ 40, each interval \$10							

Special Instructions (Attachments may be used): _____

All items submitted MUST be serialized. If no serial number is provided for un-serialized items NCDA & CS Standards Laboratory staff will assign a generic serial number.

[illegible]

- (1) Prices are listed to provide a means of estimating costs for purchase order generation only. If weights are tested to a specific tolerance, they will be adjusted if the error exceeds 75% of the tolerance. If adjustment is required, an additional charge equal to the nominal charge will be added to NIST Class F, ASTM International E617 Class 4,5,6,7 or OIML R111 Class F2, M1, M2, M3 tolerances and two times the nominal charge for all other tolerances.
- (2) Weight kits are invoiced at the applicable rate for each individual weight. List each kit as a unit. DO NOT include kit weights in table on first page as individual weights. Itemize weights in kits on second page.
- (3) NIST mass code weighing designs are reserved for the highest precision weights. Tested by series (5321 or 5221). There is a minimum charge of 3 weights per series. Mass code calibration has to be arranged in advance with the laboratory before shipping.
- (4) Effective September 1, 2005 all volume calibrations are charged as indicated, even if the devices are used for petroleum products in NC. List model and serial numbers on page two of this form. Use more than one row per device if needed.

Standards Laboratory Use Only			
Reviewed by _____	Date _____	PO Reviewed? _____	Past Due Invoice? _____
Scheduled? _____	Anticipated Completion date? _____	Changes Communicated to Customer? _____	
Comments _____			